

QUESTIONS AND ANSWERS, RFP YA1323-05-RP-0007

- 1) Please provide some background information on the current financial management system used by the U.S. Census Bureau. What financial management system is used? Are there plans to replace this system? If so, when?

Answer: Commerce Business System consists of a Core Financial System (CFS) and various functional administrative systems, which are integrated with CFS. CFS provides financial management and accounting capabilities to support the Department of Commerce and its bureaus. CFS contains the following six integrated modules:

**General Ledger
Accounts Payable
Accounts Receivable / Reimbursable Agreements
Cost Accumulation
Budget / Funds Management
Financial Reporting**

The functional administrative systems provide additional operational capabilities, which augment the Census Bureaus' accounting processes of CFS. The functional administrative systems consist of the following:

- **Small Purchases**
- **Purchase Card**
- **Time Reporting and Labor Cost Distribution**
- **Travel**
- **Personal Property**
- **Real Property**
- **Budget Formulation**
- **Grants and Loans**
- **Sales Order Entry**
- **Inventory**
- **Bureau Specific Systems**

There are currently no plans to replace the system.

- 2) Who is responsible for processing financial transactions for the U.S. Census Bureau? Will this same organization be responsible for recording corrections and adjustments determined as a result of the reconciliation and reporting activities performed related to this solicitation?

Answer: Census Bureau employees are responsible for the transactions, and contractor recommendations are used to support postings/

- 3) Would the U.S. Census Bureau permit the financial management support services to be performed in a location other than the U.S. Census Bureau? If so, can the current financial management system produce adequate and timely data files to enable the analysis and reconciliation work to be done outside of the financial management system?

Answer: All activity may require access to the Census Bureau's financial system, so contractors are expected to perform ALL work on-site. (See the revised RFP posted on the Census internet site.)

- 4) Are there any material weaknesses related to the financial management of the Census Bureau that we should be aware of? **Answer: No**

Can we get a copy of the most recent audit report?

Answer: Yes, but it is not Census specific. All current audits are consolidated at the Department Level.

- 5) Can you provide us with a breakdown (possibly a percentage) of work to be done on-site versus at the contractor's location?

Answer: All work is to be done on-site.

- 6) Are contractors required to have the CPA designation? If so, is this for all contractors or a certain percentage/position? Would the CPA designation be for a certain state or multi-jurisdictional?

Answer: The Project/Program Manager is expected to have a CPA designation at a minimum. Any other CPA qualifications other personnel possess would be beneficial to the government and would certainly be evaluated favorably.

- 7) Are you looking to maintain the same level?

Answer: The current level is for a DIFFERENT statement of work. The scope of the statement of work in Section C has been changed from how the services are currently being performed to emphasize certain new tasks and areas of activity, as Section C: Statement of Work emphasizes.

- 8) Are all the staff on a Full-time basis?

Answer: YES, with one exception. The current contractor staff has one "Subject Matter Expert" that is part-time, all the rest are full-time.

- 9) Can you provide us with a description of the education and experience requirements for each level?

Answer: There are no minimum educational and experience requirements for each level, however Offerors shall be evaluated under the relevant factors, including Corporate Experience, Key Personnel, and Organizational Resources based on the qualifications of the staff they propose.

- 10) Do you have a format of the current status reports being provided available for review?

Answer: No specific format is required. The current report is in a narrative style. As it has information related to the present contractor, we are unable to provide copies.

- 11) What levels of staff and how many are currently being provided by the contractors i.e., Manager, Senior Accountant and Staff Accountant?

Answer: Currently, the contractors are operating under a DIFFERENT statement of work. The scope of the statement of work in Section C has been changed from how the services are currently being performed to emphasize certain new tasks and areas of activity, as Section C: Statement of Work emphasizes.

- 12) Is there an incumbent?

Answer: Yes, but the incumbent is not eligible for an 8(a) award in this competition.

- 13) What is the government cost estimate?

Answer: It is a violation of Federal Acquisition Regulations to disclose an Independent Government Cost Estimate.

- 14) This firm is 8(a), but our sales in 2003 and 2004 exceed the threshold for NAICS Code 541211. Can we submit a bid?

Answer: Yes, as long as your firm is certified as an 8(a) by the Small Business Administration and you qualify to work under NAICS Code 541211. Proof of your current eligibility must be submitted with your proposal (See Section L.6.1.3 of the RFP.)